

Zoning Board of Adjustment Worksession

March 23, 2005

The March 23, 2005 worksession of the Zoning Board of Adjustment was held in the Council Chambers of the City Hall of Round Rock located at 221 E. Main Street.

With a quorum present, Chairman Keith A. Hickman called the meeting to order at 5:36 p.m. Present for roll call, were Vice Chairman Terry Hagood, Board Member John Moman, Board Member Carol Hearn. Board Member Dan Garcia was absent. Staff included Susan Brennan, Principal Planner, Mark Remmert, Chief Building Official, Nicole Crutchfield, Senior Planner, Charlie Crossfield, City Attorney and Kathy Miller, Administrative Assistant.

3. Approval of the February 23, 2005 regular meeting minutes.

Board Member Carol Hearn made a correction to item 5D. and Board Member John Moman made a correction to item 5B. Board Member John Moman to approve the minutes of the February 23, 2005 regular called meeting with the corrections being made. Vice Chairman Terry Hagood seconded the motion. The motion carried unanimously.

5. Presentation:

Consider a presentation by the Chief Building Official regarding the building permitting process.

Chief Building Official Mark Remmert presented the building permit process to the Zoning Board of Adjustment. Mr. Remmert reviewed the inspection reports that are required for the building permit process.

Vice Chairman Terry Hagood asked how changes are made to a residential site plan once the building permit is approved. Mr. Remmert stated that changes to the site plan can be made in the field at the discretion of the Building Inspector if the changes do not encroach into the building setback.

Board Member Carol Hearn asked what the review time is for a building permit. Mr. Remmert replied that the normal turn around time is approximately 3 days for a building permit and if the building permit is for a patio cover, deck or other minimal permit use is approximately 1 day.

Board Member Carol Hearn stated that she would like to see an additional paper trail for changes made in the field for the residential building permit.

7. PLANNER REPORT AND BOARD MEMBER COMMENTS

Principal Planner Susan Brennan notified the Board Members what terms would be expiring and that if they would like to reapply then to submit a letter to the City Secretary, Christine Martinez.

8. ADJOURNMENT

Being no further business the meeting was adjourned at 5:55 PM.

Respectfully Submitted,

Kathy Miller
Administrative Assistant